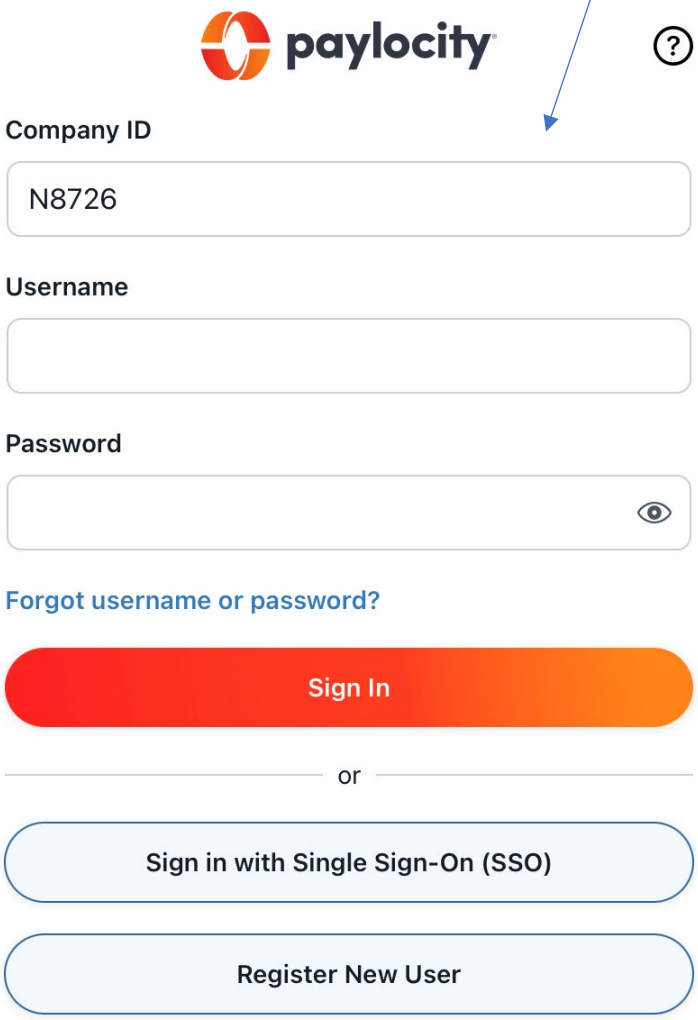
How to Access Paylocity Training for Self-Hired Staff

Mobile App Version

Mobile App Login-

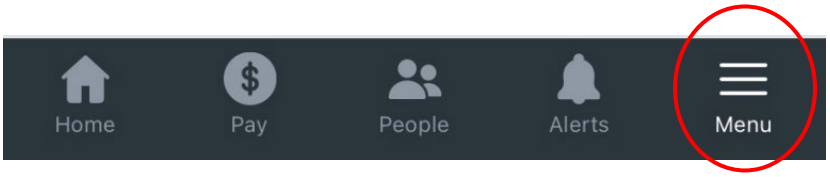
- Staff will use Company ID: **N8726**
- Staff will enter Username (provided by HR)
- Staff will enter Password (created by user)
- Select Sign In (orange button)

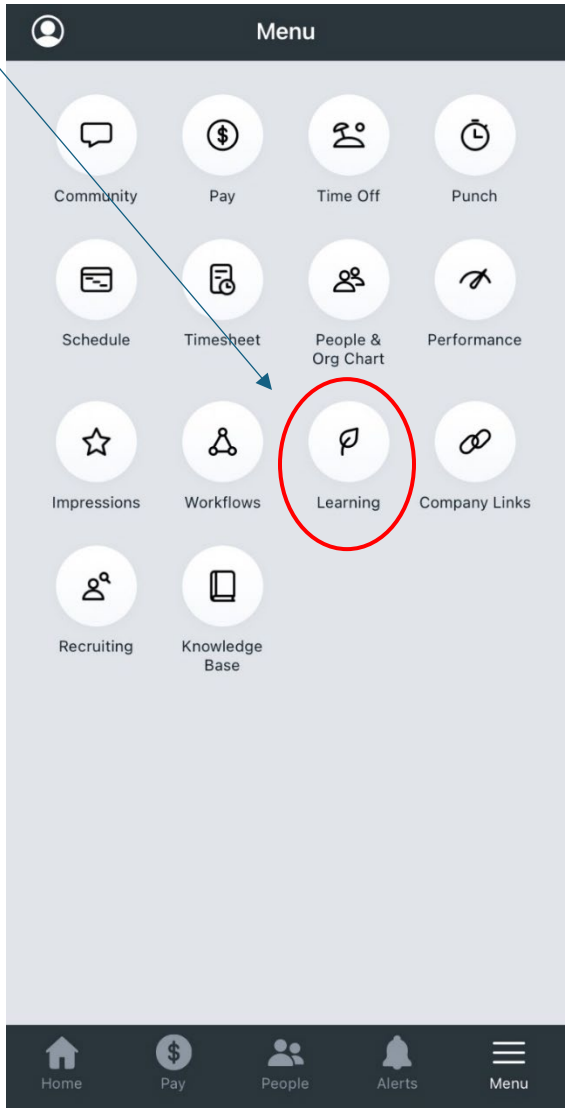
Forgotten Username or Password link above ‘Sign in’ Button



Navigating to ‘Learning’-

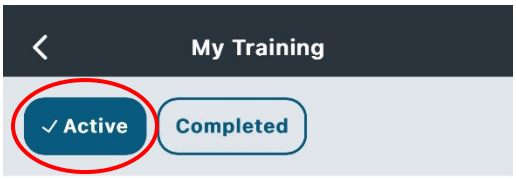
Staff will select the Menu icon (bottom right-hand side of page) to access the ‘Learning’ option for assigned AIM agency training

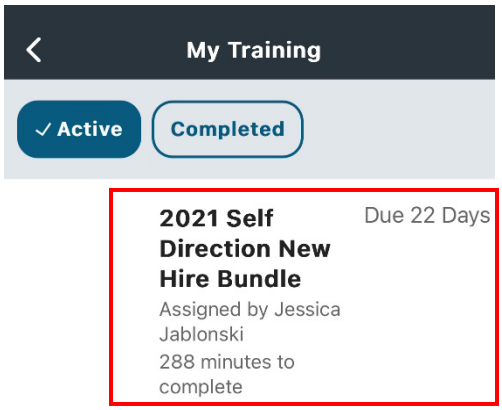




My Training-

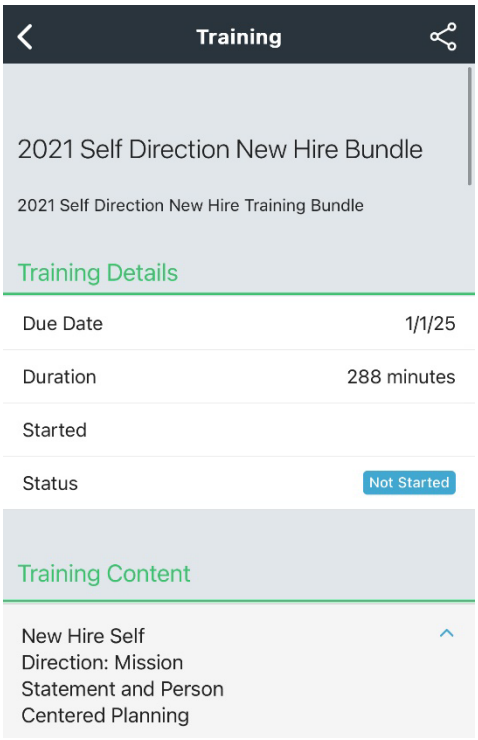
- Staff will select the “My Training’ option on the navigation bar (top of page)
- Staff will select the ‘Active Training’ option (left-hand corner of page) to access assigned AIM agency training for either New-Hire or Annual training requirements





Training Content-

- Staff will start the assigned training and move through each section to complete all content in the training bundle
- Staff will be able to track the status of content and completion date for each section



Please note:

- Once the full bundle is completed staff will receive a certificate for the training year
- Staff training is auto tracked through Paylocity software and paid out within 2 pay periods of completion at staff’s base rate (located on wage statement)

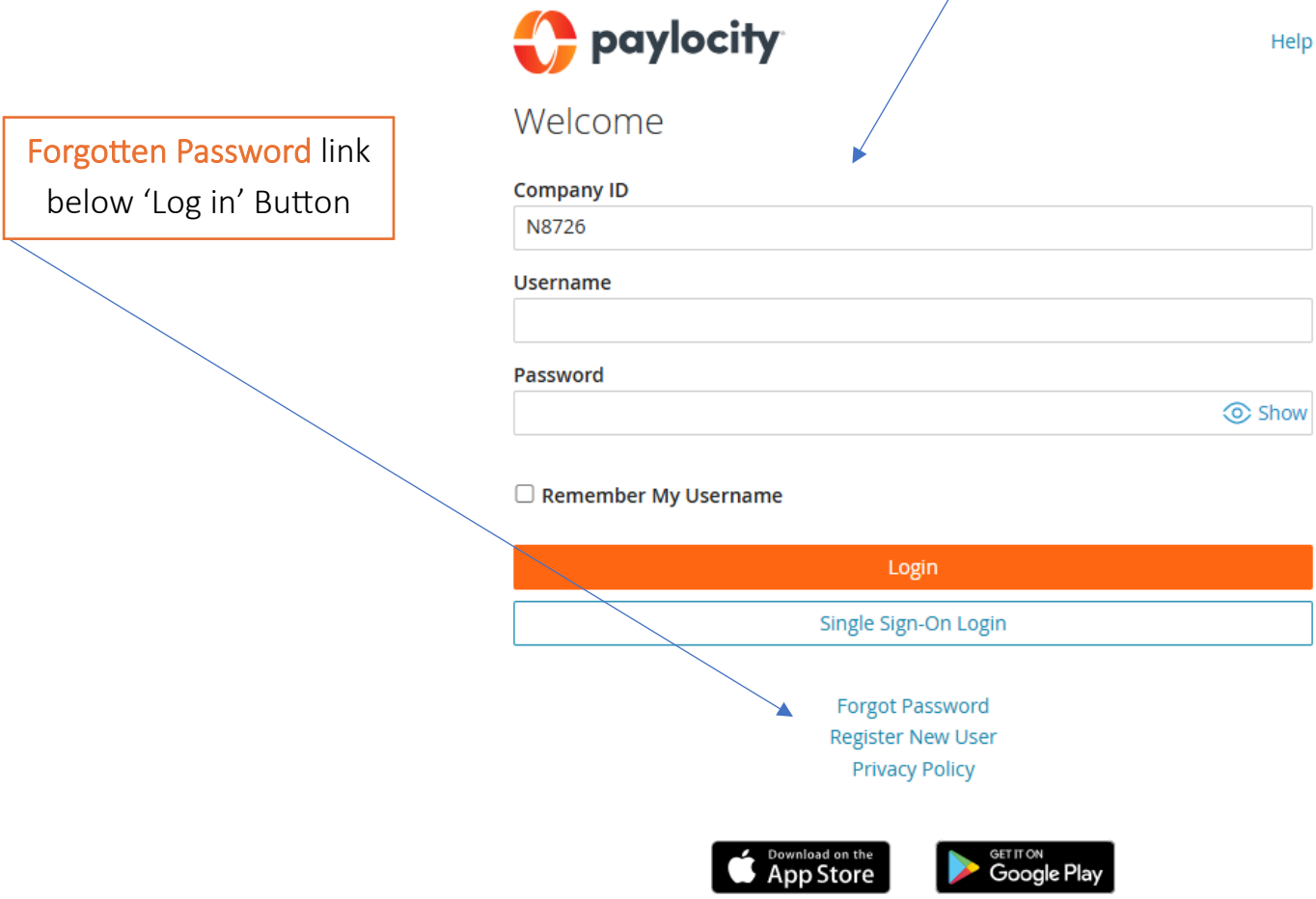
How to Access Paylocity Training for Self-Hired Staff

Website Version

Website Login-

- Staff will use Company ID: **N8726**
- Staff will enter Username (provided by HR)
- Staff will enter Password (created by user)
- Select Sign In (orange button)

Forgotten Password link below 'Log in' Button

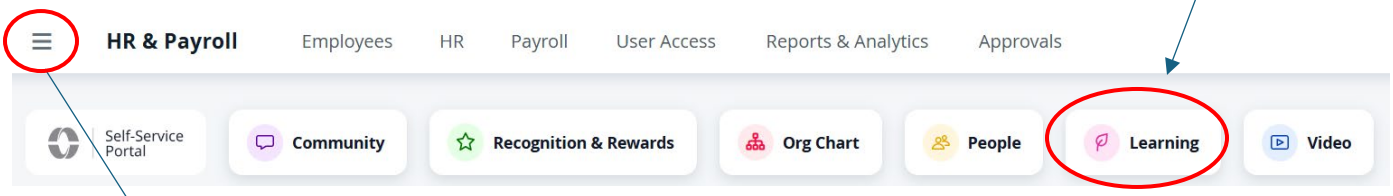


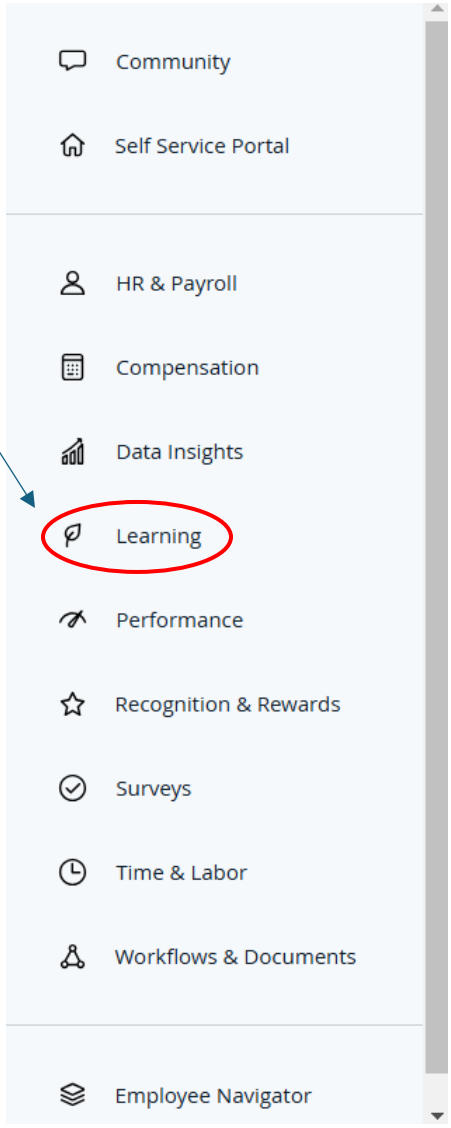
Navigating to ‘Learning’-

Staff will select the ‘Learning’ option on the navigation bar (top of page)

or

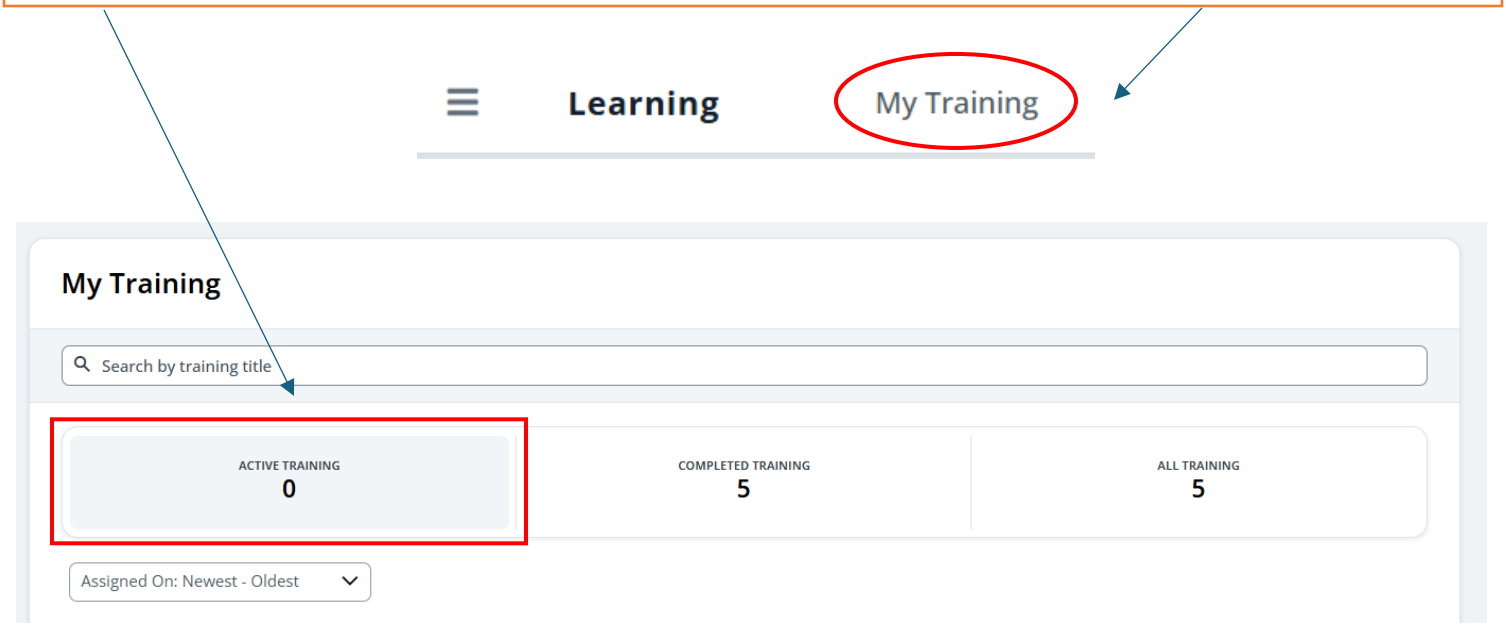
select the Menu Dropdown (upper left-hand corner of page) to access assigned AIM agency training





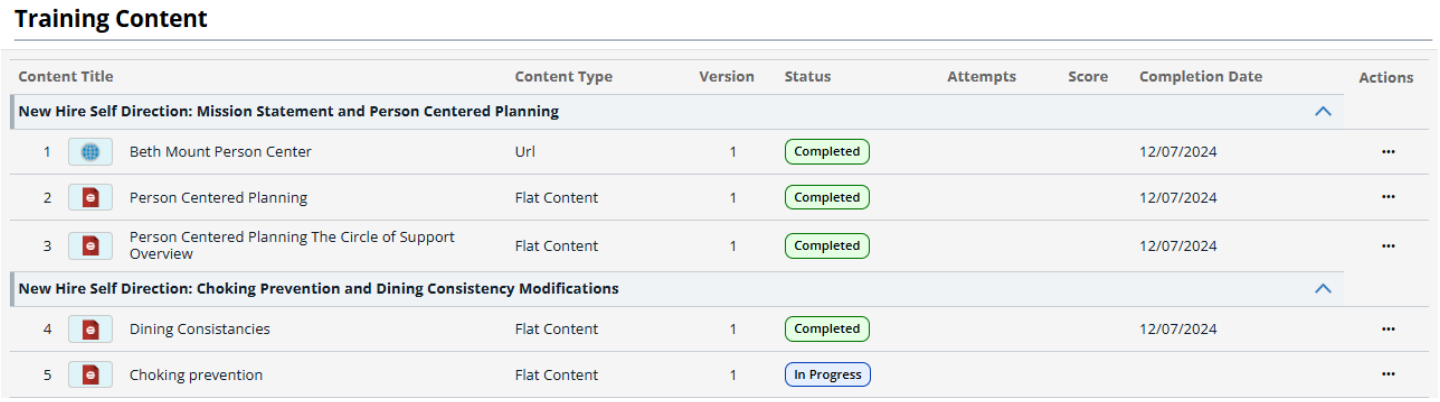
My Training-

- Staff will select the “My Training’ option on the navigation bar (top of page)
- Staff will select the ‘Active Training’ option (left-hand corner of page) to access assigned AIM agency training for either New-Hire or Annual training requirements



Training Content-

- Staff will start the assigned training and move through each section to complete all content in the training bundle
- Staff will be able to track the status of content and completion date for each section



Please note:

- Once the full bundle is completed staff will receive a certificate for the training year
- Staff training is auto tracked through Paylocity software and paid out within 2 pay periods of completion at staff’s base rate (located on wage statement)

R. Dec-24